

Tuesday, May 14, 2024

Administrative Assistant Manager

Company: Ayala Royal Ballet

Location: Miami, FL

Compensation: \$18 to \$20 per hour

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Ayala Royal Ballet was founded in 2018 with a mission to provide advanced level dance training in the heart of Miami. Our academy offers a wide range of classes in classical ballet, musical theater, jazz, contemporary, hip-hop, modern, and acrobatics, all taught by certified instructors from The American Ballet Theatre. We are dedicated to providing a positive and nurturing environment for our students of all ages..

Administrative Assistant Manager

We are seeking a highly organized and self-motivated individual to join our team as an Administrator Assistant at Ayala Royal Ballet. Reporting to the Academy Owner, this is a part-time position with morning, and evening coverage needed.

Responsibilities:

- Maintain positive relations with parents and students
- Add parent contact information to mailing lists for all inquiries
- Check in students and confirm their accounts are up to date
- Answer phone calls and assist with all school-related questions
- Maintain student attendance records and schedule make-up classes
- Assist with registration projects
- Return phone calls for new leads as requested
- Administer adult classes and process related payments
- Assist with student performances
- Monitor and report maintenance needs
- Set up each studio before class and move barres as needed
- Maintain order and cleanliness in the studio

Qualifications:

- Flexibility, positive attitude, and good work ethic
- Excellent computer skills, including Microsoft Office Suite, and MindBody required.
- Strong written and verbal communication skills and attention to detail
- Ability to work independently and as a member of a team
- Background and interest in dance and performing arts a plus

- Languages: English mandatory, Spanish a plus.

Benefits:

- Hourly wage
- Free adult dance classes
- Reduced tuition for your child/children (if applicable)
- Tickets to student performances

To apply:

If you are interested in joining our team, please send your cover letter and resume to myriam@ayalaroyalballet.com with the position name in the subject line.

We look forward to hearing from you and appreciate your interest in Ayala Royal Ballet.

Ayala Royal Ballet
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For more information:
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